



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

**Job Title:** EC022 – Science & Technology Officer - GS-13

**Salary Range:** \$87,198.00 - \$134,798.00

**Vacancy Open Period:** 03/11/2021 – 03/26/2021

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal and Detailees

**Division:** PC/STG

**Duty Location:** Bethesda, MD

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal candidate to fill a GS-13 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre.
  - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
  - Current Federal Government employees. (Current GS employees in the grade of GS-13 or one grade lower may apply.)
- For a detailee assignment:



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- Current Federal Government employees. (Current GS employees in the grade of GS-13 or one grade lower may apply.)

## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission

The Policy and Capabilities Directorate is focused on ensuring the IC is best postured to meet the future challenges and threats confronting our nation.

## Major Duties and Responsibilities (MDRs)

- Implement plans to support analysis through NIP policies, missions, plans, and capabilities, ensuring linkage to the National Intelligence Strategies and other Intelligence Community (IC) priorities.
- Conduct the research and identification of key program issues; evaluate alternatives and proposals for decision by the Office of the Director of National Intelligence (ODNI) senior leadership.
- Determine relevance of source material, implement procedures, and analyze data to support ODNI senior leadership decisions.
- Research and identify key intelligence program and budget issues, evaluate program alternatives, and provide structured recommendations in accordance with the organizational policies, procedures, and viewpoints.
- Present findings, conclusions, options, and recommendations to senior management.
- Provide independent analyses of IC capabilities and programs, identifying cost and mission impacts, and clarifying the advantages and disadvantages of each alternative.
- Manage the identification and review of substantive science and technology intelligence developments in coordination with the NISTC, and inform management and staff of emerging developments related to the programmatic initiatives.
- Provide programmatic management oversight of the IC's Post-Doctoral Program.
- Represent the ODNI at government and IC wide events including meetings at the National Intelligence Science and Technology Committee, National Security Council, White House
- Office of Science and Technology Policy, and more.
- Work with the National Academy of Sciences to ensure scientific rigor and explore emerging topics.
- Initiate, cultivate, and maintain partnerships with key partners and stakeholders across the Intelligence Community and United States Government.

## Mandatory and Educational Requirements

- Thorough knowledge of the IC and its components, missions, and interrelationships, including an ability to evaluate key IC issues.



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- Thorough knowledge of programmatic and financial management, strategic planning, and performance management.
- Thorough knowledge of the ODNI's processes, programs, and policies especially as they relate to program evaluations (to include quantitative and qualitative methods and techniques).
- Ability to apply analytic, quantitative, and qualitative techniques to analyze, evaluate, and recommend appropriate alternatives to complex issues.
- Oral and written communication skills, including ability to produce clear, logical, and concise products.
- Ability to develop consensus recommendations and to solicit input from colleagues and peers; ability to remain open-minded and change opinions on the basis of new information and requirements.
- Program management, analytic, and critical thinking skills, including ability to conduct program and management assessments, to identify needs and requirements, and to develop non-linear process improvement recommendations for implementation across the IC. Thorough knowledge of and experience with the IC analytic organizations' structures, missions, priorities, and resources.
- Ability to work effectively with senior leadership to build consensus on contentious issues and to foster a collaborative work environment across the ODNI, IC and mission partners.
- Ability to advise the effective management of complex projects; ability to manage and mitigate risks, assess customer requirements, identify dependencies, and develop responsive project plans; ability to estimate costs and other resources using quantitative analysis to project requirements.
- Ability to design and implement integration strategies for IC initiatives and programs, including the ability to manage human, financial, and information resources.
- Experience examining program/project successes and failures and making recommendations to improve products and services; ability to deal with service failures and prioritize customer needs.
- Thorough knowledge of the methods used to evaluate organizational performance against strategic objectives and ability to advise the organizations on the application of evaluation methods.
- Ability to balance responsibilities among program/project activities; ability to manage transitions effectively from task to task, adapting to varying customer needs.
- Ability to assess complex programmatic issues and apply diagnostics to assess risks and implement innovative solutions related to sensitive issues.
- Ability to conceptualize, organize, and draw inferences from incomplete data and present a compelling analysis of findings and issues; ability to identify, articulate, document, and mitigate knowledge gaps or alternatives approaches.
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- Ability to lead and manage capabilities, including that ability to effectively direct taskings.
- Ability to establish regular contact with high-level internal and external resources and have periodic contacts with other offices, supplying or seeking information on specialized and non-specialized matters.
- Interpersonal, organizational, and problem-solving skills, including ability to work effectively both independently and in a team or collaborative environment; and to lead and mentor junior colleagues.
- Ability to communicate, both oral and in written, complex information in a clear, concise manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.



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- Ability to understand substantive and administrative issues, exert influence to senior leadership, communicate cogently and effectively with people at all levels (both internal and external), brief management on reviews and findings, and organize and edit written reports of varying length and complexity.
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- Ability to listen to, clarify, and convey understanding of others' ideas, comments, and questions as well as to integrate and build upon diverse opinions in a manner that encourages the formation of integrated solutions and positions.
- Ability to develop effective professional and interpersonal relationships with peers and colleagues in the ODNI, the IC, and U.S. Government and mission partners.
- Extensive awareness of Federal acquisition laws, regulations, policy and procedures as they apply to advanced research, development and acquisition.
- Ability to plan, execute and report on all aspects of complex, multi-million dollar budgets.

## Desired Requirements

- Experience: One year equivalent to at least next lower grade level in the normal line of progression. Experience in leading strategic planning, managing, and directing the successful efforts of a government or private organization/industry.
- Education: Bachelor's degree or equivalent experience as determined by mission specialty area.
- Certifications/Licenses: Based on assignment, may require Contracting Officer Technical Representative (COTR) Certification and proven track record as COTR.

## Key Requirements and How to Apply

### Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).*

### Current Federal Employees Applying for a Detail Assignment:



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**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.***

**Applicants from federal agencies outside the IC** must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** applications should be sent to either DNI-HR-HRM-TEAMB-Mailbox@cia.ic.gov (classified email system). Applicants experiencing technical issues should contact the HR POC for guidance. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## **All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

## **What to Expect Next**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

## **Agency Contact Information**

ODNI Recruitment Team B; Phone: 301-243-1318



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## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI\\_Reasonable\\_Accommodation\\_WMA@cia.ic.gov](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto:DNI_DRA@dni.gov), by telephone at 703-275-3799 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**